

ST. PETER'S CATHOLIC HIGH SCHOOL & SIXTH FORM CENTRE



P R O C E D U R E S

Academic Year 2006-2007

MISSION STATEMENT

The Mission of our school is to provide a rigorous and broad education within the context of a Christian environment. An understanding of the Roman Catholic faith, in line with the Gospel message, will underpin the whole work of the school. The main aim will be to develop the self-esteem, dignity and respect of all members of the community by concentrating on each person's infinite worth in the eyes of God.

OUR SCHOOL

At St. Peter's we ask that each person in the school give of his or her best. We all make mistakes and we all need help; we should never be afraid to seek help or too busy to offer all we can to others.

God gave all of us gifts; a way of showing our love for God is to use those gifts to the full. At the end of each day we should ask, "How have I used my gifts today? How have I treated other people: my family, my friends, other students, my teachers?"

In our school, everyone is valued and nobody should be criticised because of colour, clothes, difficulty with work or disability; we are called to be living examples of Christ's important message: "Love your God and love your neighbour as yourself".

The Blessed Sacrament is in the Chapel, which is open for prayer, reflection and meditation throughout the school day. Pupils are warmly invited to attend mass and reconciliation, not only with their tutor group, year group and the whole school community, but also at other times throughout the school year, particularly during Lent and Advent.

PARTNERSHIP

Our pupils' interests are best served when family and school help them to reach their full potential by working **in partnership** as detailed in the School Prospectus and in the School/Student/Family Agreement which pupils and parents are asked to sign.

THE PLANNER

Each pupil should carry a planner which contains important information and is used for personal organisation, particularly the recording of homework, and communications between home and school. Parents are asked to check the planner regularly and to sign it weekly. Form tutors will countersign each week if possible. Replacement planners must be paid for. As with all school stationery the planner should be kept in a clean and tidy condition. Pages should not be folded and there should be no graffiti. "Personal space" and other blank pages should be used for school-related business and notes regarding homework.

THE SCHOOL ENVIRONMENT

The environment in which we work and play is important to the whole community. Everyone should take care of their own property and respect that of others. This will be reflected in the absence of litter and graffiti. Everyone is asked to place all rubbish in the waste-bins. **Chewing gum should not be used in school.**

Lost property should be handed in to Reception from where it can be claimed. **Property which is named will be much more easily recovered.**

Maturity is essential when moving around the site where running, pushing and excess noise are most undesirable. Pupils are asked to keep-to-the-left in congested situations and to remain in designated areas, particularly avoiding the car-parks and exercising caution on driveways.

UNIFORM AND APPEARANCE

Our personal appearance says a great deal about our attitudes towards ourselves and others.

All pupils are expected to wear the school's uniform at school and when travelling. The basic regulations appear in the planner.

Reminders: -

Make-up and jewellery are not acceptable, except that girls may wear one pair of ear-lobe studs and all pupils may wear a cross or crucifix on a neck chain.

Skirts should be knee length (usually about 21" long).

Trousers and shoes must conform to the regulations.

Trainers are **ONLY** worn for sporting activity. Otherwise, a doctor's note is required if trainers need to be worn for medical reasons.

Hair should be of one sober colour and the style should be acceptable to the senior staff of the school.

For uniform and appearance, please **check before any expense is incurred.**

Unacceptable appearance can result in withdrawal from lessons.

ALL CLOTHING/PROPERTY SHOULD BE NAMED VERY CLEARLY.

ATTENDANCE AND PUNCTUALITY

It is important that, in the interests of the pupils, the home should co-operate with the school regarding attendance and punctuality. Regular attendance and punctuality are vital habits to be learned. The school is obliged to verify and authorise all absences.

When pupils are absent owing to illness, parents are requested to inform the school promptly, by telephone if possible. Written confirmation of absence is required on the day the pupil returns.

For **unavoidable** family holidays or commitments during term time, permissions is needed in advance from the Head of Year using a "Request for Absence" form, available from Head of Year or Reception. Such absence is not advisable and it is limited to ten days per year.

Leave of absence during the school day requires a written request, in advance if possible, and an authorised absence pass must be obtained from the Head of Year.

Pupils should sign out at Reception when they leave.

Pupils who have been absent should seek to catch up with all work which has been missed.

Pupils who arrive late, after morning registration, should sign in at Reception and explain to their Form Tutor in the afternoon.

Lateness for no good reason is considered, in law, to be unauthorised absence.

It is essential that the school knows exactly who is on the premises and who is not.

All visitors should report to Reception.

BUS/TRAFFIC REGULATIONS

In order that all pupils can travel in safety and comfort, a very high standard of behaviour is expected on the school buses.

All passengers and drivers should be treated with respect and courtesy. Excess noise and movement puts everyone at risk.

Pupils must remain seated and set-belts must be worn, where provided. Eating and drinking are not expected and all litter should be taken away.

Sixth Form students act as supervisors and must report any misbehaviour. **Persistent or serious misdemeanours will result in withdrawal of the right to travel on the school bus.**

For the safety and welfare of all, problems should be reported.

Pupils must be prepared to show their passes or pay the fare. It is a serious (criminal) offence to lend or borrow a bus pass.

Extreme caution should be exercised when waiting, boarding and disembarking. On arrival at school, pupils should use the raised walkway by the Modern Languages Block, avoiding the vehicular driveway. No pupil may leave the premises after disembarking.

Pedestrians, cyclists and motor-cyclists must use the designated entrances.

No pedestrians may cross the main gateway or traverse the bus-bay.

At Bus Call, all pupils should follow the correct procedure. Except in special circumstances.

If collecting pupils by car, parents are asked to use the bus-bay but **not before 4 p.m.** when, usually, most buses and pupils will have departed.

BEHAVIOUR AND SANCTIONS

The vast majority of students are well behaved. There are times however when staff will issue lunchtime and after school detentions. After school detentions usually last until 5:00pm and parents will be informed. For persistent offenders we use Saturday morning detentions. After school and Saturday morning detentions are not optional, they are part of the school discipline system.

EQUIPMENT LIST

VITAL

Good News Bible at home
(Old & New Testament)

Pencil Case

Good quality pen and spare

Pencils including a 2H

Pencil sharpener

Eraser

Ruler

Coloured pencils

Angle measurer/Protractor

Pair of Compasses

Glue stick

Scientific calculator

(we recommend the Casio fx83Wa
which we can supply in September
for £5, this is cost price).

Pocket-size dictionary

A2 portfolio and sketch book

(to be purchased from the Art Department
in September)

Eraser pens and products like Tipp-Ex can have limited usefulness but they **cannot be used in tests and examinations.**

If possible, items should be named or marked for identification.

DESIRABLE

Cassette recorder at home

Thesaurus at home

30 cm. ruler

Clean apron

Round ended scissors

Set squares

Paints/oil pastels for Art work

Sports drinks bottle

HOMEWORK

Homework is an integral part of pupils' studies. It provides opportunities to show what they know, understand and can do. It develops the ability to work independently.

Homework involves learning and revising as well as writing. Copying another pupil's work can be of no use to a pupil in the long term.

All homework should be done to the best of the pupil's ability and deadlines must be met, whether the task is short or longer term. Some homework takes the form of assignments, to be completed by set deadlines. In these cases, teachers will provide clear guidelines about the exact nature of the task to be completed. Other homeworks are designed to reinforce the work of the lesson. Pupils should prepare for each day's lessons by reviewing their recent work in each subject refreshing their knowledge and perhaps identifying possible problems.

LUNCHTIME

We are not a neighbourhood school and it is most unusual for pupils to go home for lunch. For safety reasons, no pupils in Years 7-11 are allowed to leave the site at lunchtime.

During the colder weather, rooms are available for pupils who wish to sit inside quietly.

Pupils may purchase their chosen refreshments in the Dining Hall and they are asked to ensure that **all waste is disposed of properly**.

If a pupil is entitled to free school meals, application should be made to Shire Hall without delay and parents will be obliged to re-apply periodically.

A voucher to the appropriate value can be collected each day.

If dinner money is lost or forgotten, each year group has a loan procedure. Any such loan should be repaid promptly. Parents who do not want this facility for their children should inform the Head of Year.

SUPERVISION

Supervision is provided on premises from 8.50 until 15.50. Pupils who are on premises outside these hours are not covered by school insurance but are at parental risk unless involved in an activity organised by a member of staff.

FIRST AID

When serious attention is needed, the duty First Aid Team can be contacted through Reception. Pupils who feel unwell should stay in class, if possible, until Break or Lunchtime when they should contact their Head of Year.

INSURANCE AND PERSONAL SAFETY

Parents are strongly advised to take out personal accident cover for their children. The school's public liability insurance is restricted to situations where negligence has occurred.

In sporting activity, the school cannot be held responsible for injury if the pupils does not wear the appropriate protective equipment. For example, a mouth guard and shin pads are highly recommended for contact sports, whether on the astro-turf or other surfaces, and a cricket helmet should be worn as necessary.

VALUABLES

For a number of reasons, mobile telephones, walkmans, mini-disc players and other valuable items are not allowed in school. Such items may be confiscated.

Large sums of money should not be carried around school. Any large sum of money which is authorised by parents must be deposited with a member of staff for safe-keeping.

COMMENTS

Any comments or suggestions about our procedures should be sent to the Headteacher, Mr Montagu or Head 11-16, Mr Coughlan, at the school. Thank you.